

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Environmental Planner (Generalist)	10/Maintenance and Operations/MPS	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	910-168-4711-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Senior Environmental Planner, in support of District Maintenance, Capital, and Encroachment Permit programs, the incumbent will field review projects and prepare environmental documents in compliance with applicable Federal and State laws and regulations and departmental policy.

The incumbent will also review environmental documents prepared by others for compliance with the same laws and regulations, in support of Planning and District Local Assistance programs. The incumbent will be responsible for the preparation of environmental documents for Local Agency projects. The incumbent will be required to work in both the field and in an office setting in carrying out the above responsibilities.

This is the full journey-person level, and the incumbent is expected to plan, carry out and track details of the more difficult and complex environmental studies including those classified as American Recovery and Reinvestment Act (ARRA) projects. It may also involve advising and/or directing a team of departmental staff working on the development of maintenance projects and coordinating environmental reviews for the Encroachment Permit program responding to comments and concerns raised by applicants and at times dealing with irate individuals. It may also involve managing consultant contracts for environmental studies associated with the project development process. The incumbent shall represent the Department in a professional courteous manner. A valid California drivers license is required.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Attend field reviews with local agencies and their consultants, respond to questions about the environmental document process and environmental laws and regulations. Prepare environmental documents for local agency projects to ensure compliance with applicable Federal laws and regulations and Federal Highway Administration (FHWA) policies. Coordinate with the local agency representative.
35%	E	Compile information from various technical reports and prepare clear and concise written environmental documents (CEQA/NEPA) for various types of maintenance, emergency and Minor B projects. Coordinating the schedules of various individuals to set up field reviews, and work with other environmental staff to ensure the timely completion of the environmental document. Field reviews may be conducted in mountainous or flat terrain and in inclement weather conditions. Delivery of American Recovery and Reinvestment Act (ARRA) projects for our local agencies.
15%	E	Process all environmental responses for encroachment permit applications to ensure compliance with applicable environmental State and federal laws (as applicable) and departmental policies. Respond to applicant's questions about environmental issues or direct them to the appropriate person.
5%	E	Review environmental documents as part of the Intergovernmental Review process. Review and comment on General and Specific Plans to ensure impacts to the State highway system are fully addressed, citing applicable environmental laws and regulations and departmental policies as necessary. Compile information from others and prepare a concise response on Transportation Corridor Concept Report and other Planning projects.
5%	M	Maintain the update environmental document files using the Uniform Filing System. Update project related databases and tracking sheets. Ensure compliance with NEPA delegation MOU

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Associate Environmental Planner may act in the lead capacity providing guidance and direction to entry level staff and student assistants working on environmental projects.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have extensive knowledge of environmental laws and regulations, and processes required in developing transportation projects. This will include understanding the similarities and differences between State and Federal environmental laws such as CEQA and NEPA, and how that relates to the preparation, review and processing of the various types of environmental documents. The incumbent must also have a good understanding of the organization and working relationships of the department, as well as that of the federal and local agencies we deal with. Keeping current on the changes in environmental laws, regulations and policies is vital to being successful in this position. The incumbent must have the ability to drive a motor vehicle safely (possess a valid driver's license), or be able to coordinate transportation needs with those that do.

The incumbent must have the ability to compile, analyze, and summarize technical environmental data and reports for inclusion into the environmental document as appropriate. This will include interviewing appropriate sources, gathering background information, clearly summarizing technical reports and preparing concise written documents that meet departmental professional standards. The incumbent must also have the ability to establish and maintain cooperative and amicable relationships with state, federal, and local agencies, as well as other individuals within the department. The incumbent must have the ability to communicate effectively, both orally and in writing.

The work of the Associate Environmental Planner involves planning and follow through on more complex environment issues. It requires creativity, originality, and tact in responding to environmental issues. The breadth of issues encompassed and the variety of work performed is unlimited. The incumbent have a common sense approach, keep current with the latest changes in environmental laws, procedures and compliance requirements. Ability to use a computer and associated software (Word, Excel, Filemaker Pro, Access, Lotus Notes).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent will make independent decisions relative to the collection and analysis of data and report content, including making recommendations to others regarding scope of studies and level of detail required to comply with various Federal and State environmental laws and regulations. Errors made in carrying out this responsibility could create delays in developing projects, require additional work to be done resulting in project cost increases and create poor working relationships with others.

PUBLIC AND INTERNAL CONTACTS

The Associate Environmental Planner has numerous contacts with individuals within and outside of government agencies. These contacts are a result of consulting with outside experts, responding to environmental complaints, providing guidance to city and county engineering and planning agencies regarding environmental compliance, and coordinating with other members of the multidisciplinary team contributing to environmental studies. The incumbent must act in a courteous and professional manner and represent the Department in a positive light.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is expected to dress appropriately for the tasks being completed, and be flexible in dealing with changing work environments; the latter would include working outside in inclement weather, traversing mountainous terrain, working before or after normal office hours, and sitting in an office for extended periods of time.

The incumbent may be required to work under stressful situations, and be able to respond appropriately to irate individuals both in the field and in the office settings. The incumbent is expected to use good judgement and tact, be logical, and use effective negotiating skills. The incumbent is expected to be prompt when reporting to work, and treat others with fairness, honesty, and respect.

WORK ENVIRONMENT

Employee will be required to work in both the field and office setting. While in the office the employee will work in a climate controlled office under artificial light. While in the field terrain will vary from flat to mountainous and weather conditions vary daily.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable

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accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE